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Executive Registry 8-0233

12 March 1956

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT:

Your Request to Chief of Reading Improvement Branch for Information on Readability of Office Memoranda.

This memorandum is for information only.

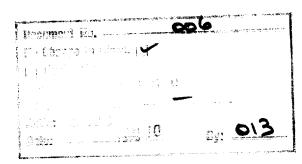
In an interview of 2h January 1956, you requested the Chief of the Reading Improvement Franch to submit suggestions to aid CIA employees in the preparation of readable memoranda. Her response to the request is incorporated in the attached brief study, which describes the organization and format of a readable typewritten manuscript and discusses the effects of certain format features on readability.

The study conforms in format to the principles it sets forth. It is based on research findings.

STATINTL

Acting Director of Training

Attachment



AUG 8 1956